



NORTHEASTERN CATHOLIC DISTRICT SCHOOL BOARD

APE019: EDUCATIONAL EXCURSIONS

Responsibility Checklist

In accordance with NCDSB Policy E-19 and Administrative Procedures APE019-1 *Educational Excursions*, the following checklist offers steps for educational excursion supervisors and principals.

SUPERVISOR OF THE EDUCATION EXCURSION

- Approval by the Principal.
- Complete appropriate request form and submit to Principal.
- Prepare appropriate Parent Consent form, with all required information about the excursion. Provide copy to Principal.
- Ensure proper supervision as per policy, in consultation with the Principal.
- Arrange for all transportation requirements, in collaboration with the Principal or designate.
- Arrange for accommodations, as required.
- Ensure consent forms are received prior to departure of the educational excursion.
- Collect relevant medical information for students, including plans of care and medication, if required and note any dietary restrictions for students.
- Review general information about venue for emergency response purposes (proximity to medical care, access to first aid kit). NOTE: It is advisable that at least one supervisor have valid certification in first aid.
- Review expectations for behaviour with students, prior to departure.
- Review Ontario Physical Education Safety Guidelines (OPHEA) for any recreational/sport activity.
- Have Principal contact information (cell phone number/alternate contact information).
- Have Parent contact information, in case of emergency.
- Provide copy of all information relating to the educational excursion to the Principal.

PRINCIPAL

- Submit request form to Superintendent of Education in advance of the educational excursion.
- Obtain proper authorization from the Superintendent of Education, as required.
- Secure replacement staff, as required.
- Review all correspondence created by the excursion supervisor. Assist with the distribution of information to families.
- Delegate and/or assist with the transportation and/or accommodations requirements.
- Assign appropriate funding allocations, as required.
- Ensure proper supervision requirements are met.
- Ensure proper criminal background checks and/or annual defense declarations are received by volunteer supervisors.
- Review expectations for conduct with all supervisors and volunteers.
- Ensure that supervisors are aware of relevant medical concerns and provide necessary medications and/or plans of care.
- Receive and properly file all documentation relating to the educational excursion.
- Provide supervisor with mobile phone contact information.